

Training

Procedural Bulletin # 4

Purpose

To provide grant funded entities with foundational training related to community supervision and evidence-based practices.

Regional and Specialty Trainings

Regional trainings will be provided throughout the fiscal year for the following primary courses:

1. Motivational Interviewing (MI)
2. Carey Group's BITs & Guides—licenses provided upon completion of training with Indiana Department of Correction (IDOC) Community Corrections Division or with Indiana Office of Court Services (IOCS)
3. Carey Group Publishing Evidence-Based Practices (EBP) BriefCASE
4. Carey Group Publishing Continuous Quality Improvement (CQI) Training and Action Planning
5. Presentation Skills
6. Case Management
7. Order in the Court
8. Community Transition Program (CTP)
9. Field Safety Training
10. Thinking for a Change (T4C)
11. PREA (Prison Rape Elimination Act)

Regional trainings will be provided throughout the fiscal year for the following secondary courses:

1. Criminal Manipulation
2. Trauma Informed Care
3. CPR/AED/ First Aid
4. Report Writing
5. Calming the Storm
6. Personal Protection
7. Security Skills

Specialty Trainings include the following:

1. The Leadership Academy (requires application process)
2. Implementing Evidence-Based Practices (EBP) in Community Supervision

The trainings listed above are subject to change. Additional training may be provided as requested by the grant funded entity (if availability allows).

Regional trainings will be hosted by the local community corrections entity on a volunteer basis and trainings may be held on or off site.

Registering for Trainings

At minimum, notification and registration information for an upcoming regional training will be sent via email to all the grant funded agencies thirty (30) days prior to the training.

To register for a regional training, contact the designated IDOC Community Corrections Division Training staff member. Please use the following format for the registration process:

1. Send an e-mail with the words **“Training Registration Request”** indicated in the “subject” box;
2. In the body of the e-mail please indicate the following:
 - a) Name of training you are requesting to attend;
 - b) Training Site and Training Dates;
 - c) Your name (or names of individuals being registered), Title, County, and Entity;
 - d) Your contact information or entity representative in case of training modification, postponement, or cancellation;
3. The name of the person authorizing the training (if other than you).

Registration for trainings will close three (3) weeks prior to the date of the training.

Registration Fees

All IDOC sponsored trainings are free to attendees. Any travel expenses (i.e., food, lodging, vehicle use) are the responsibility of the attendees’ entity.

Location

Trainings will be conducted throughout four different regions (northwest, northeast, southwest, southeast) throughout the state and will be hosted by the local agencies on a volunteer basis. Trainings may be held onsite or offsite.

Various trainings may be offered at Correctional Training Institute (CTI) at New Castle Correctional Facility. Lodging requests may be made by completing the Lodging Request Form and sending it to sdeoreservation@idoc.in.gov.

Class Size

All course minimums and maximums will be determined on a case-by-case basis.

If the minimum number of participants have not registered three (3) weeks *prior* to the training, an e-mail will be sent postponing the training until the minimum class size can be obtained. Training hosts will receive the opportunity to enroll their staff first and the remaining slots will be filled on a **first come, first served basis**.

Cancellation, Transfer, and Waitlist Policy

Cancellations may be made up to one (1) week prior to the start of the first class. To cancel a registration, email the designated IDOC Community Corrections Training Division staff member.

If a cancellation for an individual is needed due to extenuating circumstances, a director may fill the vacated spot with another attendee from the same entity.

A waitlist will be maintained and individuals on the waitlist will be registered in the open classes based on vacancies. Notification will be sent to the director a minimum of one (1) week prior to the start of the first class for the waitlisted individual's enrollment if space becomes available.

Advisory Board Training

Advisory Board training will be available upon request for classroom presentation.

Training will cover the laws governing community corrections and the duties of the Advisory Board.

To schedule classroom presentation Advisory Board training, contact the IDOC designated Community Corrections Training Division staff member.

Advisory Board training will be conducted at the location indicated by the county's Community Corrections Advisory Board.

Training is open to all members of the county's Community Corrections Advisory Board and is highly recommended for all members to attend.